Welcome to University Police
Request for Services

INSTRUCTIONS
Submit one form per Event or Function; if more than one event in one day submit one for each Event or Function.
Forward to: UTRGV PD @ police@utrgv.edu Parking and Transportation @ melissa.sandoval@utrgv.edu
Facilities Management @ daniel.vasquez@utrgv.edu

The Request for Services informs the University Police Department to unlock and lock any and all Doors, Buildings, Classrooms, etc., it also informs the Police Department, Parking and Transportation, and Facilities Management of all upcoming events which may require extra patrol and other services.

ALL AREAS MUST BE FILLED IN COMPLETELY

MUST HAVE BUILDING SUPERVISORS SIGNATURE- Very Important
We will not unlock and lock any doors, buildings or classrooms without supervisors signature (form will be returned to department unprocessed). The Police Department does not unlock and lock any doors or classrooms during regular working hours (8:00am – 5:00pm; Monday – Friday).

GIVE TYPE OF ACTIVITY
Example: Banquet, Meetings, Workshop, Orientations, Parking Lots, etc.; On Banquets, Dinner Parties, any social gathering (give number of people attending and if alcohol will be served) include times and dates on all activities.

SPECIAL REQUEST
Depending on event and size of crowd, Officers will be assigned to events. If no special requests are needed leave blank.

CHARGES IF APPLICABLE
Include Project Name, Oracle Project to be charged; and Oracle Account Name (this is to pay Officers assigned to event).

BUILDING USE
Enter all dates, room #’s and times (to unlock and lock).

This form must be SENT to the POLICE DEPARTMENT, Parking and Transportation, and Facilities Management, NOT to Central Scheduling, at least five (5) working days prior to the date services are anticipated.

ADDITIONAL INFORMATION
In a recent Department meeting, Administration stated that it is mandatory for Police Department to specifically cover events beyond the cash handling portion of an event. Due to inherent liabilities that come with cash handling, large crowds or other aspects that the University’s Administration deems it necessary to provide Police Services at a certain event. Police Services will be provided thirty (30) minutes prior to start of event or start time of cash handling/tickets sales. Police presence will continue thirty (30) minutes after each event ends.
Administration mentioned that events anticipating very large crowds may even require Police presence an hour before start time of event. These type of events, however, will be considered case by case.
Please route in original form attention: UTRGV PD @ police@utrgv.edu; Parking and Transportation @ melissa.sandoval@utrgv.edu; and Facilities Mgmt. @ daniel.vasquez@utrgv.edu at least five (5) working days prior to the date services are requested. Form must have signature of originator and building supervisor. This form must be submitted on an event by event basis. A separate form is required for each building to be used.

Date: _______ / _______ /2016

REQUESTOR:

Requestor: ____________________________________________________________

Email: _______________________________________________________________

Originator: ___________________________________________________________

Department: __________________________________________________________

Phone: _______________________________________________________________

Type of Activity: _______________________________________________________

Date(s) of Services Required: ___________________________________________

SERVICE SPECIFICATIONS:

Special Request/Subject to Approval by University Police Department (Explain Below).

________________________________________________________________________

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CHARGES IF APPLICABLE: (Contact University Police Department)

Project No.: __________________________________________________________

Oracle Project to be charged: ___________________________________________

Oracle Account Name: _________________________________________________

FOR PD OFFICE USE ONLY:

# of POs _______ @ $45.00 per hour= $_______.____ each

# of PSOs _______ @ $30.00 per hour= $_______.____ each

# of hours: __________

TOTAL QUOTE $_______.____

INSTRUCTION FOR BUILDING USE:

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Bldg/Room(s)</th>
<th>Unlock Time</th>
<th>Lock Time</th>
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UTRGV PD (follow up notes)
1. Staffed with Mgmt.: _______ / _______ /2016, _______________________
2. Invoice email sent: _______ / _______ /2016, _______________________
3. NetSentials entry made: _______ / _______ /2016, _______________________
4. IDT entry made: _______ / _______ /2016, _______________________
5. Addt'l info needed Email sent: _______ / _______ /2016:

Stamp Date Received by University Police

stamp

Submitted to Dispatch

Name:______________________________________________________________

Signature:_________________________________________________________

Date: _______ / _______ /2016

ADDITIONAL

Notes:________________________________________________________________________

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UTRGV-PD RFS Form March 2016